

## Instructions for Completing Certification of Eligibility Form (DHS00-10)

### Initial Eligibility Requirements

To be eligible, a site must have a valid County, District, School (CDS) code and be open for instruction no later than October 6, 2000, the date for reporting the 2000 CBEDS school enrollment.

Charter high schools use the same criteria to determine their eligibility for this program. However, eligible charter high schools identified as direct funded will be treated as separate districts and, therefore, must complete and submit a separate Certification of Eligibility form. Districts and county offices should not include directly funded charter schools on their listing.

### Completion of Certification of Eligibility Form (DHS00-10)

In order to determine school eligibility for DHS Installation Grants, each district, county office, and charter school is required to submit a list of sites or programs under its jurisdiction that have met the initial eligibility requirements, and an estimate of each site's grades 9 through 12 enrollment for the current year.

### Steps for Completing the Certification of Eligibility:

1. **Review the form** - Make sure the sites listed on the enclosed Certification of Eligibility form for your district/county office are accurate.

The following chart provides detailed information about the Certification of Eligibility headings:

Column	Heading	Description
1	New Combined Status	<p>If combining schools:</p> <ul style="list-style-type: none"> <li>• Place a "CL" followed by an identifying number. For example, "CL1" would be used for the first group of sites that must <u>legally</u> combine and "CL2" would be used for the next group. If you are combining with an alternative program with a previously certified Year 4 comprehensive high school, please indicate in the "Comments" section the name of the comprehensive high school.</li> <li>• Place a "CC" followed by an identifying number. For example, "CC1" would be used for the first group of sites that you are <u>choosing</u> to combine and "CC2" would be used for the next group.</li> </ul>
2	Alternative School Location	Check this box if this site is a continuation school, opportunity school, educational center, community day school, or special education program that is located on the same site as, on a site adjacent to, or across the street from, a comprehensive high school.
3	School Code	The unique seven-digit code for each California school. [Preprinted on form]
4	School Name	Name of school. [Preprinted on form]

5	Oct. 1999 CBEDS Enrollment	The enrollment reported on the October 1999 CBEDS form. [Preprinted on form]
6	Want to participate in DHS Program	Check this box if you want to certify the site or program to participate in the DHS program. <i><b>If left blank, the site will not be eligible to receive funding!</b></i>
7	Oct. 2000 Estimated Enrollment	Estimate the enrollment each school will report on the October 2000 CBEDS form. <i><b>If left blank, October 1999 CBEDS enrollment will be used.</b></i> If Column 7 is blank on the form, an estimated enrollment is required. <ul style="list-style-type: none"> <li>• This is used for estimating grant amounts for application purposes.</li> <li>• The actual October 2000 CBEDS enrollment will be used to determine the actual grant amount.</li> </ul>

2. **Combine sites, if needed** - Some sites must be combined, while others may be combined to take advantage of economies of scale, shared technologies, or for programmatic reasons. The following will provide some guidance in completing the form.

A. **Required combinations** - Education Code Section 52254(d) states that “continuation schools, opportunity schools, educational centers, community day schools, and special education programs” that “are located on the same site as, on a site adjacent to, or across the street from, a comprehensive high school, shall be included, for application and funding purposes, with the comprehensive high school.” (Emphasis added.) If any of your sites meet the criteria and are required to combine with a site not on this list, please note this with the name of the comprehensive high school in the “Comments” section of the form.

NOTE: If the comprehensive high school has already applied for and received funding in Years 1, 2, or 3 of the DHS Program and has already certified completion of its project, such a combination may not be required. If this is the case for any of your Alternative school sites, please note this in the “Comments” section of the form. CDE staff will follow up with the district to determine if they must combine and to explain the requirements for this process.

B. **Optional combinations** - Some sites, for technological and programmatic reasons, may be combined; however, two comprehensive high schools cannot be combined with each other. Combined schools are required to submit a combined application and will be funded jointly.

3. **Example of sites legally required to combine** - In Example A below, ABC Tech High will be combining with ABC Tech High Continuation (located on the same site). Their estimated October 2000 CBEDS enrollment will be 246 and 48, respectively.

**ACTION:** Place a CL1 in Column 1 "New Combined Sites" for ABC Tech High and ABC Tech High Continuation and enrollment of 246 for ABC Tech High and 48 for ABC Tech High Continuation in Column 7 "Projected October 2000 CBEDS Enrollment."

## Example A: Combining Sites Legally Required

County Code	LEA Code	LEA Name		Column 5	Column 6	Column 7
01	61176	Fremont Unified				
<i>If no change, leave blank</i> <i>Indicate only if changed. If there is a new combination, enter a "C", a new priority, and clarify in the narrative section</i>						
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
New Combined Status	Alternative School Location	School Code	School Name	Oct. 99 CBEDS Enrollment	Want to participate in the DHS Program	October 2000 Estimated Enrollment
CL1	<input type="checkbox"/>	5555555	ABC Tech High	201	<input checked="" type="checkbox"/>	246
CL1	<input checked="" type="checkbox"/>	6666666	ABC Tech High Continuation	40	<input checked="" type="checkbox"/>	48

**ATTENTION:** This list only includes sites that were not previously eligible to participate in the DHS Program.

4. **For sites that the district is choosing to voluntarily combine** - In Example B below, Vista High and Vista Academy will be combining. Their estimated October 2000 CBEDS enrollment will be 75, and 60 respectively.

**ACTION:** Place a CC1 in Column 1 "New Combined Sites" for Vista High and Vista Academy and enrollment of 75 for Vista High and 60 for Vista Academy in Column 7 "Projected October 2000 CBEDS"

## Example B: Combining Sites Voluntarily

County Code	LEA Code	LEA Name		Column 5	Column 6	Column 7
01	61176	Fremont Unified				
<i>If no change, leave blank</i> <i>Indicate only if changed. If there is a new combination, enter a "C", a new priority, and clarify in the narrative section</i>						
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
New Combined Status	Alternative School Location	School Code	School Name	Oct. 99 CBEDS Enrollment	Want to participate in the DHS Program	October 2000 Estimated Enrollment
CL1	<input type="checkbox"/>	5555555	ABC Tech High	201	<input checked="" type="checkbox"/>	246
CL1	<input checked="" type="checkbox"/>	6666666	ABC Tech High Continuation	40	<input checked="" type="checkbox"/>	48
CC1	<input type="checkbox"/>	7777777	Vista High	75	<input checked="" type="checkbox"/>	75
CC1	<input type="checkbox"/>	0000000	Vista Academy		<input checked="" type="checkbox"/>	60

5. **Revise enrollment estimates, if needed** - The enclosed Certification of Eligibility contains your actual October 1999 CBEDS enrollment in Column 5. Estimate your October 2000 enrollment and include on the form in Column 7 "Projected Oct. 2000 CBEDS Enrollment." This information is used for the estimated grant awards.

A. ***If the projected October 2000 enrollment is not provided, CDE will use the site's October 1999 enrollment;*** however, funding of the grant will be based on actual October 2000 CBEDS enrollment.

- If the projected enrollment has not changed from last year, *no action is necessary*.
- No explanation is necessary for any changes.

B. **Example of revised enrollments** - In Example C below, all eligible sites had projected enrollment changes.

**ACTION:** Place the new projected enrollment amounts in Column 7 "Projected Oct. 2000 CBEDS Enrollment."

### Example C: Revised Enrollment Estimates

<i>County Code</i>	<i>LEA Code</i>	<i>LEA Name</i>				
<b>01</b>	<b>61176</b>	<b>Fremont Unified</b>				
<i>If no change, leave blank</i>						
<i>Indicate only if changed. If there is a new combination, enter a "C", a new priority, and clarify in the narrative section</i>						
<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>	<b>Column 5</b>	<b>Column 6</b>	<b>Column 7</b>
<i>New Combined Status</i>	<i>Alternative School Location</i>	<i>School Code</i>	<i>School Name</i>	<i>Oct. 99 CBEDS Enrollment</i>	<i>Want to participate in the DHS Program</i>	<i>October 2000 Estimated Enrollment</i>
CL1	<input type="checkbox"/>	5555555	ABC Tech High	201	<input checked="" type="checkbox"/>	246
CL1	<input checked="" type="checkbox"/>	6666666	ABC Tech High Continuation	40	<input checked="" type="checkbox"/>	48
CC1	<input type="checkbox"/>	7777777	Vista High	75	<input checked="" type="checkbox"/>	75
	<input type="checkbox"/>	0000001	Vista Academy Continuation	75	<input checked="" type="checkbox"/>	60
CC1	<input type="checkbox"/>	0000000	Vista Academy	60	<input checked="" type="checkbox"/>	60

6. **Indicating the location of Alternative Schools** – Mark if any of your continuation schools, opportunity schools, educational centers, community day schools, and special education programs are located on the same site as, on a site adjacent to, or across the street from, a comprehensive high school:

A. **Example of indicating the location of Alternative Schools** - In Example E below, all alternative schools or programs that meet this requirement have Column 2 filled in appropriately.

## Example E: Location of Alternative Schools or Programs

County Code LEA Code LEA Name  
**01 61176 Fremont Unified**

If no change, leave blank

Indicate only if changed. If there is a new combination, enter a "C", a new priority, and clarify in the narrative section

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
New Combined Status	Alternative School Location	School Code	School Name	Oct. 99 CBEDS Enrollment	Want to participate in the DHS Program	October 2000 Estimated Enrollment
CL1	<input type="checkbox"/>	5555555	ABC Tech High	201	<input checked="" type="checkbox"/>	246
CL1	<input checked="" type="checkbox"/>	6666666	ABC Tech High Continuation	40	<input checked="" type="checkbox"/>	48
CC1	<input type="checkbox"/>	7777777	Vista High	75	<input checked="" type="checkbox"/>	75
	<input type="checkbox"/>	0000001	Vista Academy Continuation	75	<input checked="" type="checkbox"/>	60
CC1	<input type="checkbox"/>	0000000	Vista Academy	60	<input checked="" type="checkbox"/>	60
	<input checked="" type="checkbox"/>	0000002	Vista Academy Alternative	35	<input checked="" type="checkbox"/>	35

7. **Signing and mailing the Certification of Eligibility** - Complete the signature block on the top of the Certification of Eligibility Form.

- **Governing Board approval is required.** Each district and county office is required to obtain approval of the Certification of Eligibility by its governing board.
- The superintendent or designee must review and sign this Certification (*even if there are no changes from last year*), and return it to:

**California Department of Education**  
**Education Technology Office**  
**515 L Street, Suite 250**  
**Sacramento, CA 95814**  
**Attention: DHS Certification of Eligibility**  
 ---OR---  
**FAX to (916) 323-5110 or (916) 323-5102**

**Certifications of Eligibility must be received by the**  
**Education Technology Office prior to 5 p.m., Thursday, September 21, 2000.**